



Business eFile Number: 123456789 Name: ABCDEFG Company Incorporated

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## Bulk Withholding Quarterly/Annual File Layout [Instructions](#)

### File Layout

Describe the fields in your file using this section. Use the numbers on the left side to reorder the field (you can use any numbers you want - the fields will be automatically renumber when you hit the refresh button). When using a fixed-length file, specify the length of each field in your file. For dates and times, specify the format using the drop down list. For numbers, if there is an implied decimal, specify how many decimal places are implied. You may remove any non-mandatory fields that are not in your file by checking the box in the right-hand column.

|                                 | Field                            | Max Size | Format     | Remove                   |
|---------------------------------|----------------------------------|----------|------------|--------------------------|
| <input type="text" value="1"/>  | ⬆ ⬇ Client Business eFile Number | 8        | Text Field | Required                 |
| <input type="text" value="2"/>  | ⬆ ⬇ Client Permit Number         | 12       | Text Field | Required                 |
| <input type="text" value="3"/>  | ⬆ ⬇ Period End [MM/DD/YYYY]      | 10       | Text Field | Required                 |
| <input type="text" value="4"/>  | ⬆ ⬇ Return Type                  | 1        | Text Field | Required                 |
| <input type="text" value="5"/>  | ⬆ ⬇ Withholding This Quarter     | 9        | Text Field | Required                 |
| <input type="text" value="6"/>  | ⬆ ⬇ Less Deposits                | 10       | Text Field | Required                 |
| <input type="text" value="7"/>  | ⬆ ⬇ Less Credits                 | 10       | Text Field | Required                 |
| <input type="text" value="8"/>  | ⬆ ⬇ NJC                          | 10       | Text Field | <input type="checkbox"/> |
| <input type="text" value="9"/>  | ⬆ ⬇ SJC                          | 10       | Text Field | <input type="checkbox"/> |
| <input type="text" value="10"/> | ⬆ ⬇ ACE                          | 10       | Text Field | <input type="checkbox"/> |
| <input type="text" value="11"/> | ⬆ ⬇ Other Credits                | 10       | Text Field | <input type="checkbox"/> |
| <input type="text" value="12"/> | ⬆ ⬇ Adjustments                  | 10       | Text Field | <input type="checkbox"/> |
| <input type="text" value="13"/> | ⬆ ⬇ TJC                          | 10       | Text Field | <input type="checkbox"/> |
| <input type="text" value="14"/> | ⬆ ⬇ Total Credits                | 10       | Text Field | Required                 |
| <input type="text" value="15"/> | ⬆ ⬇ Balance Due                  | 10       | Text Field | Required                 |

|    |   |                           |    |                      |                                   |                          |
|----|---|---------------------------|----|----------------------|-----------------------------------|--------------------------|
| 16 | ↕ | Penalty                   | 10 | No Implied Decimal ▼ | # of Places: <input type="text"/> | <input type="checkbox"/> |
| 17 | ↕ | Interest                  | 10 | No Implied Decimal ▼ | # of Places: <input type="text"/> | <input type="checkbox"/> |
| 18 | ↕ | Total Amount Due          | 12 | No Implied Decimal ▼ | # of Places: <input type="text"/> | Required                 |
| 19 | ↕ | Payment Amount            | 11 | No Implied Decimal ▼ | # of Places: <input type="text"/> | <input type="checkbox"/> |
| 20 | ↕ | Payment Date [MM/DD/CCYY] | 10 |                      | Text Field                        | <input type="checkbox"/> |
| 21 | ↕ | Payment Method            | 1  |                      | Text Field                        | Required                 |
| 22 | ↕ | Bank Account Type         | 1  |                      | Text Field                        | <input type="checkbox"/> |
| 23 | ↕ | Bank Routing Number       | 9  |                      | Text Field                        | <input type="checkbox"/> |
| 24 | ↕ | Bank Account Number       | 17 |                      | Text Field                        | <input type="checkbox"/> |

**Filler Fields**

If your file has fields that are not mentioned in this data layout, you can add a filler field in its place. These fields will be ignored when your file is processed.

☐ **Add Filler** Position:

**Actions**

Press the MAIN MENU button if you do not wish to send a file or define your file layout. Press the REFRESH button to apply all of the updates that you have made to the current screen; you will be presented with the latest view of your file layout. Press the BACK button to change the type of file you are sending. Press the CONTINUE button to specify the file you wish to send for processing.

**MAIN MENU****REFRESH****< BACK****CONTINUE**